



May 4, 2011

Dear GSA Customer:

Effective August 1, 2011, the General Services Administration (GSA) will discontinue mailing paper bills for Federal Acquisition Service (FAS), Office of Motor Vehicle Management (Fleet) charges. Reducing paper bills supports Executive Order 13514, which sets sustainability goals and requires federal agencies to improve environmental performance across a number of areas, including reducing the use of paper.

As of August 1, 2011, you will be able to view and print FAS Fleet statements online at <https://vcss.gsa.gov>. The new GSA Vendor and Customer Self Service (VCSS) website, which will be launched in late July 2011, will provide GSA customers with online access to billing and accounts receivable data and the ability to download that data in a comma separated values (CSV) file.

To ensure you are prepared for these changes, your organization needs to be registered in FAS WebBill, the current online system for GSA FAS Fleet Billing. If you are not already registered, please register by June 15, 2011. This step is critical to ensure a smooth transition for your organization. In late July, all registered users of WebBill will receive a User ID and password link, which will provide access to VCSS.

To register in FAS WebBill:

- Go to: <http://finance-kc.gsa.gov/webbill/>
- Click on Register
- Complete and submit the form

If you are not registered in WebBill, you will be required to register your organization in VCSS after the July implementation, which could delay access to your statement information.

We will send additional information on these upcoming changes with your June and July printed bills. If you have questions or would like additional information, contact our Accounts Receivable Customer Service Helpdesk at 816-926-7037 or email us at kc-accts-receivable.finance@gsa.gov

Sincerely,

Marisa L. Quinlivan
Branch Chief
Financial Information Control Branch